

TITLE: Accounting Assistant II - (Journey)

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DEPARTMENT: Finance & Management ServicesREPORTS TO: Accounting Services Manager or Financial Services ManagerSUPERVISES: NoneDEFINITION:

Performs a variety of skilled, para-professional accounting duties for a specific area requiring a general knowledge of established bookkeeping and accounting principles and procedures.

DISTINGUISHING CHARACTERISTICS

The Accounting Assistant II classification is distinguished from the Accounting Assistant III classification by the absence of on-going lead worker responsibility and/or the responsibility to perform less complex accounting duties. Journey level work is reviewed periodically for accuracy, adherence to established policies and procedures, quality and thoroughness. It is distinguished from the Accounting Assistant I classification by the more complex, varied nature of the work and by the ability to complete routine assigned tasks independently.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Sorts, classifies, and codes entries and transactions in accordance with established department procedures and instructions. Prepares billings as directed.

Maintains varied and complex records associated with accounting functions such as accounts payable/receivable, purchase requisitions, payroll, and utility billings. Audits financial records for accuracy, posts and reconciles journals, and registers logs and other records on a daily or periodic basis. Resolves discrepancies of a routine and non-routine nature.

Assigns and processes accounts payable/receivable transactions based on documentation, invoices and/or statements to ensure timely payments of all debts to the City. Researches and follows-up on delinquent accounts or unpaid invoices according to established procedures.

Assists the public in processing payments and applications at a public counter and by answering telephone inquiries.

Performs cashiering function by receipting, balancing and depositing cash received by the City on a daily basis. Prepares bank deposits and reconciles bank statements for receipts.

Responds to a variety of departmental and public requests for information relative to assigned function; provides requested information or service when authorized or refers to appropriate individual for response.

Calculates, posts and verifies data to produce regular or special summaries; balances reports or other records.

Compiles, enters and classifies data from varied sources to make summary reports; reviews data to determine variances and similarities. Verifies summaries against source documents in accordance with established formulas, equations and technical data. Prepares reconciliation sheets, maintaining accounting records according to established accounting and bookkeeping methods.

Processes a variety of interest and principle payments and assists in journey-level, comprehensive tasks such as payroll or other systems. Prepare financing agreements for sewer assessments.

OTHER JOB FUNCTIONS:

Assists in developing procedures and reporting formats to establish or improve specific accounting processes.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment.

QUALIFICATIONS:

Knowledge of:

- Office practices, procedures, and equipment.
- Double entry bookkeeping principles and practices.
- General knowledge of governmental accounting procedures.
- Standard business english usage, spelling, grammar, and punctuation.
- Basic spreadsheet and word processing applications.

Ability to:

- Apply bookkeeping and fundamental accounting principles to the maintenance of account records and statements.
- Complete arithmetical computations accurately and rapidly.
- Compile and tabulate statistical data and prepare reports and summaries.
- Communicate effectively, both orally and in writing.
- Ability to type at the level required for specific position.
- Establish effective working relationships with employees, vendors, and the public.
- Resolve problems within parameters of assigned function.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School diploma or G.E.D. and two years of accounting experience, preferably in municipal government.

Licenses, Certificates, and Other Requirements

A valid driver's license may be required for some positions in this classification.